

## **Licensure by Reciprocity/Endorsement**

Pursuant to 19 CSR 73-2.025

- (1) An applicant who holds or has held a license as an administrator in any state, territory, or the District of Columbia may apply for the appropriate-licensure level by reciprocity/endorsement (nursing home administrator license (NHA) or residential care and assisted living administrator (RCAL) license).
- (2) The applicant must complete the appropriate application for licensure (NHA or RCAL) and submit to the address indicated on the application, along with a nonrefundable application fee of \$150 and the required documents as outlined in the “Application Instructions.”
- (3) The applicant needs to provide the “Licensure Verification” form to each appropriate state administrator licensing board where the applicant was/is licensed or obtain the verification of the license(s) from each state. The verifications may be sent to this office via email at [bnha@health.mo.gov](mailto:bnha@health.mo.gov) or mail to Missouri Board of Nursing Home Administrators, PO Box 570, Jefferson City, MO 65102.
- (4) The board will review and evaluate to determine if the applicant’s license(s) are current and in good standing, have/have not been disciplined, and have a passing NAB scale score of 113.
  - a. In the event of a record of discipline, the board shall consider the provisions of section 344.050, RSMo, whether to grant reciprocity.
- (5) Upon meeting the requirements and upon board approval, the applicant will be notified to complete and pass the Missouri state examination.
- (6) If the applicant does not meet the reciprocity qualifications, the applicant will be notified to complete and pass the NAB and Missouri state examinations. A possible internship and training may be prescribed by the board.
- (7) Applicants for licensure by reciprocity/endorsement shall not act or serve in the capacity of an administrator in this state without first procuring a license from this board as provided in sections 344.010–344.108, RSMo.
- (8) Please follow the directives provided in the “Application Instructions.”